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Class Specifications
for the Class:

PROCUREMENT AND SUPPLY SPECIALIST I
(PROCUREMENT & SUPPLY SPCLT I)

Duties Summary:

Receives orientation and training in the principles, statutes, techniques, work processes and procedures related to government purchasing and supply functions; as a trainee, performs selected purchasing activities; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the entry level in the series designed to provide orientation and training in professional government purchasing and supply functions. A position in this class reads a wide variety of materials to gain familiarity with governmental purchasing and supply functions, and performs simple assignments under close supervision. Through on-the-job training, a position at this level gains familiarity with the purchasing requirements of the agency served and any collateral storage, distribution and inventory management functions of the purchasing office.

Examples of Duties:

Performs assigned readings and prepares required reports; receives orientation and training in purchasing and supply related procedures, policies, laws, rules, and practices; performs various assignments to gain an extensive and intensive understanding of purchasing and supply activities of the organization served; talks to various people and reads a variety of material to learn the characteristics and sources of information and supply of various commodities and services; prepares specifications, terms and conditions for purchases with directly applicable precedents; obtains price quotations; evaluates bids and recommends awards; prepares purchase orders for approval; contacts vendors on overages/shortages, late delivery, delivery schedule, etc.; supervises or provides instructions and coordinates taking inventory; may supervise and participate in store keeping activities; may maintain inventory of real property; reviews purchasing actions and assures adherence to policies, laws, rules and procedures; assists in

testing products; develops working relationships with a wide range of vendors, users and central agency (Department of Accounting and General Services) staff; may maintain records of expenditures; and prepares reports and correspondence.

Knowledge and Abilities Required:

Knowledge of: English grammar, punctuation, and word usage; arithmetic; report writing.

Ability to: Learn the principles and practices of governmental purchasing and supply functions; gather, analyze and evaluate facts and data, make inferences, draw conclusions and recommend sound alternatives for action consistent with facts, circumstances, guidelines, etc.; learn to conduct effective interviews; speak clearly and effectively; prepare clear, complete, concise reports; maintain effective working relationships.

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This is the first specification for the new class,
PROCUREMENT AND SUPPLY SPECIALIST I.

Date Approved: August 6, 1986

/s/ James H. Takushi
JAMES H. TAKUSHI
Director of Personnel Services